

**CALL FOR PROPOSALS
AND
APPLICATION INFORMATION**

INTRODUCTION

The Tennessee Department of Agriculture, Regulatory Services - Animal Health Division announces a call for proposals for funding to support low cost spay/neuter programs in Tennessee. Funds are through the sale of the *Animal Friendly* specialty license plates and will be dispersed for fiscal year (FY) 2005. Pursuant to Tennessee Code Annotated § 55-4-290 and § 55-4-215, these funds are designated for grants to eligible organizations that provide low-cost spaying and/or neutering of dogs and cats for individuals who could not normally afford those services.

The enclosed application contains eligibility criteria that all applicants must meet to be considered for funding. Failure to document eligibility or to submit a complete application will result in disqualification of the applicant for the current funding cycle.

Please read all materials before preparing the application.

GOAL

The goal of the *Animal Friendly* specialty license plate fund is to provide grants to non-profit organizations or governmental agencies to enable low-cost spaying and neutering of dogs and cats in order to reduce the surplus of these animals in Tennessee.

ELIGIBILITY CRITERIA

Grant recipients must be:

- Non-profit organizations qualified as a charitable organization under Section 501 c (3), Internal Revenue Code

OR

- Governmental agencies that operate an animal shelter

AVAILABLE FUNDS FY 2005

Approximately \$275,000 is expected to be available for spay/neuter program grants. The specific dollar amount awarded to each applicant depends on the merit and scope of the

spay/neuter program. Only one (1) grant will be awarded per agency for the spaying and/or neutering of dogs and/or cats. Depending on the number of qualified proposals, efforts will be made to disburse funds proportionally among the three grand divisions of the State of Tennessee.

Currently, there are no funds available for feral cat spay/neuter programs.

Grants will begin July 1, 2004 and will be made for twelve (12) months, ending June 30, 2005. Notification of decisions on proposals will be provided by mail post marked no later than June 15, 2004.

Maximum amount of a request: \$15,000

The maximum amount of an award may be less than the maximum requested depending on the number of qualified proposals, the quality of proposals, and the geographic areas represented (i.e., grand divisions). Future funding is dependent upon the availability of funds generated by the sale of the *Animal Friendly* specialty license plates.

USE OF FUNDS AND REIMBURSEMENT

Funds are awarded for low-cost spay/neuter procedures only and cannot be used for any other project. Funds will only be awarded to existing spay/neuter programs. All funds must be used within Tennessee exclusively.

Grant recipients must submit supporting documentation for each procedure performed along with an invoice. Requests for reimbursement should only be submitted after surgery has been performed. A template for the invoice will be supplied by the Tennessee Department of Agriculture.

REVIEW OF APPLICATIONS

The Tennessee Department of Agriculture is the sole contact regarding *Animal Friendly* Grant Applications. Applications will be reviewed by a committee composed of at least five of the following:

1. Tennessee Veterinary Medical Association President or designee
2. Animal Control Association of Tennessee President or designee
3. Tennessee Humane Association President or designee
4. UT College of Veterinary Medicine designee
5. Tennessee Board of Veterinary Medical Examiners Director or designee
6. Senate Resolution No. 51 Advisory Committee representative

Recommendations for grant awards will be made to the Tennessee Department of Agriculture *Animal Friendly* Grant Program Coordinator for final approval. To assure an

objective, unbiased evaluation of each application, Tennessee Department of Agriculture staff may only confirm receipt of an application and are not permitted to discuss the application or its review prior to completion of the review process.

Applications will be rated on:

1. Completeness of Application
2. Description of Target Population/Documentation of Financial Need
3. Cost per animal spayed/neutered during the previous year
4. Narrative describing grant impact

APPLICATION DEADLINE AND SUBMISSION

A. Application Deadline

Applications shall be received on or before **April 30, 2004**. **APPLICATIONS RECEIVED AFTER THE APPLICATION DEADLINE WILL NOT BE CONSIDERED.**

B. Submission

Applications should be organized in the following order:

1. **Application Form**
2. **Narrative**
3. **Organizational Structure**
4. **Financial Statement**

The original application and seven (7) copies shall be submitted to:

Tennessee Department of Agriculture
Regulatory Services - Animal Health
Attention: Tina Rogers
P. O. Box 40627
Nashville, TN 37204

The physical address for overnight and personal deliveries is:

Ellington Agricultural Center
Edward S. Porter Building
Attention: Tina Rogers
440 Hogan Road
Nashville, TN 37220

The Tennessee Department of Agriculture will not accept applications by

facsimile or e-mail.

Applications may be mailed or hand-delivered to the Tennessee Department of Agriculture program address prior to the application deadline.

ESTIMATED TIMETABLE

Grant applications will be due in the Tennessee Department of Agriculture, Regulatory Services - Animal Health Division's Nashville Office by 4:30 p.m. on Friday, April 30, 2004.

Applications will be reviewed by late May or early June and notification will be made to applicants after the review process is completed. Notification will be made in writing to applicants post marked on or before June 15, 2004.

Contracts will be developed and sent to Grantees in June. Contracts should be signed and returned to the Department of Agriculture as soon as possible. Contracts will be set up to begin July 1, 2004 and end June 30, 2005.

Once the contracts are signed by the state, the state will send to the Grantee one signed copy along with invoices to use for reimbursement.